

## ABOUT MONO COUNTY

Wild by nature, Mono County is a destination that is full of adventure. Set on the eastern slopes of California's Sierra Nevada mountain range, Mono County is a rare environment of natural contrasts: Soaring granite peaks, spacious desert vistas, quiet lakes, bubbling hot springs, cold mountain streams, winter snows, sunny summer skies, rolling sagebrush hills, vibrant wildflower meadows.



Photo: © Greg Newbry

Best of all, this natural playground is matched with a complete range of amenities and activities making it an ideal place to get away from it all. Enjoy an array of fine shops, restaurants, cafés, and other amenities. Ski, snowboard or bike down resort or backcountry mountain trails, fish numerous lakes and streams, relax in a soothing hot spring, or paddle a kayak on challenging and picturesque waters.

The Town of Mammoth Lakes and other smaller communities along the 395 corridor offer fine schools, shopping, dining and recreation.

The County Seat is located in picturesque Bridgeport between Mammoth and Minden and Carson City NV.

The northern areas of the county include Topaz, Coleville and Walker. The southern areas of the county include Crowley Lake, Benton, Mono City, Lee Vining, Mammoth Lakes and Chalfant.

Mono County offers numerous recreational opportunities and a high quality of life for your family and friends. Enjoy living and working where you would come to vacation.

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### TO APPLY

Application materials should be returned to:

**County of Mono, CAO/HR**  
**P.O. Box 696, Bridgeport, CA 93517**  
**Telephone: (760) 932-5412**  
**Fax: (760) 932-5411**

**Email: [hr@mono.ca.gov](mailto:hr@mono.ca.gov)**

**[www.monocounty.ca.gov](http://www.monocounty.ca.gov)**

**Faxes or email will be accepted only if the original application is mailed and postmarked by the filing date.**

**SPECIAL NOTE:** The provisions of this job bulletin do not constitute an expressed or implied contract. The County of Mono reserves the right to make necessary modifications to the recruitment plan. The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Any questions or comments about the need for accommodation should be directed to HR.

## COUNTY OF MONO



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### INVITES APPLICATIONS FOR

**DISTRICT ATTORNEY  
INVESTIGATOR  
(CONTRACT)**

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Open Until Filled:  
1<sup>st</sup> Application Review 11/6/2013

**SALARY: \$ 45.00 per hour**

**Location: Mono County, CA**

*Equal Employment Opportunity Employer*

## RESPONSIBILITIES

**Under general direction, to conduct criminal and civil investigations involving the gathering of evidence for the apprehension and prosecution of persons violating the laws.**

**This position is an un-benefited District Attorney position not to exceed 960 hours.**

### Examples of Duties:

- Investigates actual and suspected law violations; gathers, preserves, analyzes, and reports evidence; conducts field investigations and searches crime scenes;
- Interviews and interrogates complainants, suspects, witnesses, and other persons to obtain information; recommends to attorneys the filing of criminal complaints; writes reports, assists attorneys in the preparation of cases for trial;
- Investigates the personal background of complainants, suspects, and witnesses; testifies in court regarding evidence and investigations; arrests suspected criminals;
- Prepares and executes warrants and related affidavits for search or arrest; uses and maintains surveillance devices, photographic equipment, and recording equipment;
- Assists other law enforcement agencies, including Federal, State, and local agencies on a request-to-assist basis; provides trial attorneys with assistance in evidence review and evaluation, as well as preparation of cases for trial; develops necessary information required by the exigent disclosure of information at or before trial or judgment;
- Investigates white-collar crime, consumer fraud, official misconduct, insurance sales, corporate securities, stock and bond transactions, and false and misleading promotions; assists with Grand Jury investigations and presentations;
- Researches hidden assets and actual ownership of suspect business enterprises; investigates alleged violations of Revenue and Taxation Codes, Election Laws, and other specified areas as directed, may serve arrest warrants and make on-view arrests.

## QUALIFICATIONS

### Knowledge of:

- Investigative techniques and procedures.
- Criminal and civil law, rules of evidence, and court procedures.
- Interviewing techniques.
- Basic accounting procedures and their application to law enforcement and fraud investigations.
- Use and care of firearms.
- Principles of work direction.

### Ability & Willingness to:

- Gather and analyze investigative data.
- Provide a variety of support for legal staff and other law enforcement agencies.
- Prepare clear, concise, and comprehensive investigative reports.
- Analyze financial and statistical data.
- Interpret and apply codes, laws, and court decisions regarding the proper gathering and preservation of evidence.
- Exercise good judgment in handling potential hostile individual/situations.
- Effectively represent the District Attorney's Office in contacts with the public, other County staff, and other law enforcement agencies.
- Regularly work well under pressure, meeting multiple and sometimes conflicting deadlines.
- Constantly demonstrate cooperative behavior with colleagues, supervisors, and customers/clients.

## JOB DETAILS

Any combination of training and experience which would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Two (2) years of experience performing criminal or civil investigations at a level equivalent to the Mono County classification of District Attorney Investigator I. Experience in a civilian governmental law enforcement agency, with 2 years of criminal or civil investigative experience performing field investigations.

Completion of advanced education in criminology, law enforcement, or a closely related field is highly desirable.

### Special Requirements:

Possession of a Driver's License valid in California.

Possession of a Basic P.O.S.T. certificate issued by California Commission on Peace Officer standards and training; an immediate or advanced certificate is preferred but not required.

May work other than a normal 8:00 a.m. to 5:00 p.m. shift.

## THE EXAM PROCESS

The exam process will consist of a review and competitive evaluation of the required knowledge and abilities as demonstrated on the application. Those successful in this evaluation will be invited to an oral interview with County management staff.

For a complete job description and application, contact the County Administrative Office at (760) 932-5412 or obtain job flyer, job application by accessing Human Resources Employment Opportunities website:

[www.monocounty.ca.gov](http://www.monocounty.ca.gov)